

## PROPERTY RETENTION GUIDELINES.

- **SAFEKEEPING** 120 DAYS
- **INVESTIGATORY** ONE (1) YEAR
- **MISDEMEANORS** 18 MONTHS
- **FELONIES** MUST RUN ALL
- **DECEDENT'S PROPERTY** FIVE (5) YEARS
- **VIOLATIONS** NINETY (90) DAYS
- **FOUND PROPERTY** DESTROY PROPERTY BASED ON THE VALUE AS DETERMINED BY THE FOLLOWING TABLE:

### VALUE

LESS THAN \$100.00

\$100.00 TO \$499.00

\$500.00 TO \$4,999.00

MORE THAN \$5,000.00

### TIME HELD

3 MONTHS

6 MONTHS

1 YEAR

3 YEARS

\*\*\*NEVER DESTROY ARREST EVIDENCE OR INVESTIGATION EVIDENCE INVOLVING: HOMICIDE, SEXUAL OFFENSE / RAPE/ ARSON / EXPLOSION OR IAB INVESTIGATIONS.

Pearson Place Warehouse  
12/31/2018 Retention Guidelines